

**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS**

To: Chief Procurement Officer

'06 FEB 17 P5:16

From: Department of Human Services, BESSD, Food Stamp Program  
*Department/Division/Agency*

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):

We are requesting an exemption to the RFI requirement. We plan to initiate a competitive purchase of service procurement. The term of contract will be from April 5<sup>th</sup> through June 30, 2006 and does not provide for state funds. The purpose of the contract is to procure a Provider to conduct general outreach services for the Food Stamp Program. This is a demonstration project that focuses on outreach activities such as advertising, application assistance, with the purpose of attracting or recruiting food stamp applicants.

Provider Name: Competitive Procurement	Total Contract Funds:	Term of Contract:  From: To: April 1, 2006 June 30, 2006
Provider Address:	Contract Funds per Year (as applicable). none - Provider must fund this contract	

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

We are requesting an exemption from the requirement to issue an RFI prior to an RFP. The Food Stamp Program does not routinely issue RFPs so we were not aware of the revised Administrative Rules. Consequently, our RFP had already been prepared and scheduled to be announced shortly. Since this is a short term contract, rearranging the RFP timeline to accommodate the RFI requirements will further decrease the duration of the contract so that information gathered from this demonstration project may be incomplete. Data from the demo project will be used to assist in planning for a second RFP with an expanded/extensive list of service specifications and which involves state funds. An RFI will be issued prior to the second RFP.

The Food Stamp Program is a 100% federally funded program with national oversight by FNS, USDA. Federal policies aimed at increasing participation nationwide are supported by research, studies and federal funds to encourage use of federal resources, requirements and recommendations. This demo project will incorporate federal policy and the results will be incorporated into the second long term RFP.

Recent statistics show that beginning FY 2005, the program is experiencing a steady and continual decline in the participation rate. FSP brings Federal dollars into the communities in the form of benefits which are redeemed by participants at local stores. Food stamp recipients spend more dollars on food at local retailers in communities than eligible non-participants. Loss of funds will be detrimental to the local economy, put more pressure on emergency food providers and provide nutrition assistance to families. Consequently, the Food Stamp Program must take immediate steps to prevent further decline in the participation rate by enlisting the aid of other agencies in order to broaden the geographical area, staff and scope the Food Stamp Program would otherwise be limited in.

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Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

We intend to initiate a competitive purchase of service procurement for this short term contract. This RFP will not restrict the selected Provider from later partnering with other interested agencies who may want to participate in the demo project. We also intend to announce a second RFP with a contract start date of July 1, 2006. This second RFP involves state funds and will provide an opportunity for community input through the normal RFI process.

A description of the state agency's internal controls and approval requirements for the exempted procurement:  
We will be initiating an RFP for this demo project.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Lillian B. Koller, Esq., Director  
Patricia Murakami, BESSDA  
Linda Tsark, Food Stamp Administrator

Direct questions to (name & position):

Pamela Higa  
Program Specialist

Phone number:

586-5728

e-mail address:

phiga@dhs.hawaii.gov

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

**I certify that the information provided above is to the best of my knowledge, true and correct.**

  
Department Head Signature

2/16/06  
Date

Lillian B. Koller, Esq.

Typed Name

Director, Department of Human Services

Position Title

Chief Procurement Officer's Comments:

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Please ensure adherence to applicable administrative requirements.



Approved



Denied

*James S. Figueira*  
Chief Procurement Officer

*2/24/06*  
Date

cc: Administrator  
State Procurement Office

**INTERNAL  
COMMUNICATION FORM**  
DEPARTMENT OF HUMAN SERVICES

**Suspense**

**Subject:** REQUEST FOR EXPEDITED REVIEW OF  
REQUEST FOR EXEMPTION (SPO-H-150)

**Originator:** Pamela Higa / 6-5728

To: CHIEF PROCUREMENT  
OFFICER

From: DIR

Date: 02/13/06

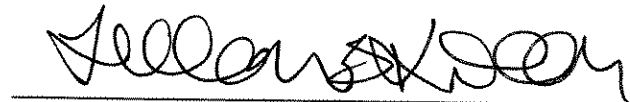
Memo No. 1

For Information:

Please expedite review of the attached REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS. We will be initiating an RFP for Food Stamp Outreach with a contract start date of April 7, 2006.

The Food Stamp Program does not routinely issue RFPs so was not aware of the recent rule change requiring an RFI to be issued prior to the RFP. This RFP involves a demo project and revising the timeline to meet the RFI requirement will adversely affect the duration and completion of this project.

Your expedited approval of this request is greatly appreciated.



Director

Attachments

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